

Aastra 600d user guide –
Aastra 5000, Aastra X Series and NeXspan

Welcome

Thank you for choosing an Aastra product. Our product stands for highest quality standards combined with high-quality design.

The following User's Guide will assist you in using your Aastra DECT telephone and provide answers to all your most important questions. If you should require further technical support or information about other Aastra products, please contact the person responsible for your system or get in touch with your local dealer.

You can also find further information about these devices and other products on our website.

We hope you enjoy using your Aastra DECT telephone

About this User's Guide

Your handset can be operated on different communications systems.

This User's Guide describes the handset as a system telephone and its functions on the systems Aastra 5000, Aastra X Series or NeXspan.

Please note that not all the functions described here can be activated depending of the system and user configuration.

Contents

General information.....	1
Prescribed use / Declaration of Conformity	2
Notes on safety	2
Note for wearers of hearing aids	3
Communications Regulation Information	3
FCC Notices (U.S. Only)	3
Health and Safety Information	3
Industry Canada (Canada only)	4
Installation	5
Inserting the standard battery	5
Inserting the power battery	5
Installing/removing a mounting bracket or rotary clip	6
Attaching the carrying strap	6
Headset connection/Bluetooth®	7
Aastra 630d - Headset: To remove the sealing cover	7
USB and external charging connection	8
Aastra 630d - USB connector: To remove the sealing cover	8
Connecting the charging unit	8
Power supply / Power supply unit	9
Micro SD card (future evolution)	9
Important information about the battery	9
Precautions during use	10
Commissioning	11
Charging and durations	11
Battery: Charging states	12
Battery warning	12
Registering your handset (log-in)	12
Registration	13
Subscription	13
Function overview.....	14
Displays, softkeys, LEDs and key functions	14
Key assignment (on delivery)	14
Display arrangement	15
Display	15
Softkey line and idle display	16
LED	17
Key functions	18
Navigating in menus	21
Example: Setting the language	21
Example: Personal phone book/Editor	21
Editor	23

Basic functions	24
Switching the handset on/off	24
Key lock / Phone lock	24
Switching hands-free operation on/off	24
Acknowledging an appointment/alarm clock	25
Adjusting the volume of the earpiece during the call	25
Switching the ringer on/off	25
Switching ringer off at call	25
Illumination	26
Changing the brightness/contrast of the display	26
Muting the handset	26
Automatic hide / Info window	27
Event window and "Info"- Menu	27
Vibration alarm (620d, 630d only)	27
Configuring your personal directory	27
Editing lists	28
Using the Bluetooth® headset (Aastra 620d, 630d)	29
Registration	29
Telephoning via the Bluetooth headset	30
Special key (Hotkey) /VIP list (Aastra 620d, 630d)	30
VIP list (Aastra 610d)	30
Special functions (Aastra 630d only)	31
SOS	31
"Mandown"	31
Telephoning.....	33
Answering a call	33
Making internal / external calls	34
Direct dial	34
Predial	34
Calling from the Redial list	34
Calling from your personal Phone book	35
Calling from the system directory (Central directory)*	35
Calling from the Caller lists	35
Ending calls	36
Multiple connections	37
During a call	37
Callback	37
Call forwarding	38
Devices menu	39
Notes on the display symbols in the menu	39
Overview	39
Info	39
Active features	39
Phone book	40
Time/Alarms	40
Audio	40

Call filter 40

System 40

Settings 40

Protection functions 40

Profiles 41

"Info" menu 41

"Active features" menu 42

"Phone book" menu 42

"Time/Alarms" menu 43

"Audio" menu 45

"Call filter" menu 47

"System" menu 48

"Settings" menu 49

"Security" menu 52

"Profiles" menu 54

Key programming 56

 Programming (general) 56

 Special features for the VIP list (on the hotkey on delivery) 57

Appendix.....58

 Care and Maintenance 58

 Environmental Characteristics and Disposal 58

 Instructions for disposal 58

 Declaration of Conformity 59

 Limited Warranty 60

 Exclusions 60

 Warranty Repair Services 60

 After Warranty Service 61

 Accessories 62

 Technical specifications 63

 Menu Structure 65

 Index 68

General information



Astra 610d

- 3 softkeys (programmable) / 2 sidekeys
- Caller list for 30 entries
- Redial list for 20 entries
- Local phone book for 200 entries
- Connection socket for headset
- Safety class IP 50



Astra 620d

- 1 hotkey / 3 sidekeys / 3 softkeys (programmable)
- Caller list for 50 entries
- Redial list for 30 entries
- Local phone book for 200 entries
- Headset connection via cable or *Bluetooth*
- Micro SD card for device-specific settings (not available at present)
- Mini USB connection
- Safety class IP 50



Astra 630d

- 1 hotkey / 3 sidekeys / 3 softkeys (programmable)
- 1 emergency call key
- Caller list for 50 entries
- Redial list for 30 entries
- Local phone book for 200 entries
- Sensor for "Mandown"
- Headset connection via cable or *Bluetooth*
- Micro SD card for device-specific settings (optional)
- Mini USB connection
- Safety class IP 65 (dust and water spray protected)

Prescribed use / Declaration of Conformity

This product can be used in all EU member states on a DECT-GAP-compatible communication system. The telephone complies with the radio-specific European harmonised standards for DECT. The CE mark on the product confirms its conformance with the technical directives for user safety and electromagnetic compatibility, the relevant declaration of conformity according to European Directive 99/5/EC applies at the date of issue.

The declaration of conformity can be viewed on the Aastra homepage on the Internet.

This device is also approved for use in North America (USA and Canada). For more information on this, read the safety information on page 3.

Please also use the other documentation that was supplied with the parts of your telephone system.

Notes on safety

It is imperative to observe the following instructions when setting up, connecting and using the telephone.

- Place the charger cradle on a non-slip surface.
- Lay the connection cable so it cannot cause accidents!
- Important instructions for using the battery are given on page 9.
- Do not place the handset or the charger cradle
 - close to heat sources
 - in direct sunlight
 - next to other electrical devices
- Protect your telephone from moisture, dust, aggressive liquids and gases.
- Only use approved accessories.
- Only use the plug-in power supply supplied (23-00-1061-00).
- Always switch off the handset before removing the battery
- Never
 - open the charger cradle or the handset (except for the battery compartment cover) yourself!
 - touch the plug contacts with pointed metallic objects!
 - carry the charger cradle by the connection cable!
- Only clean your telephone with a slightly moist cloth.
- Do not use your telephone in explosive areas.
- Do not use the Aastra 610d and 620d in wet rooms (e.g. bathrooms).

Note for wearers of hearing aids

Before using the handset, users of hearing aids should note that radio signals can affect hearing aids and, if powerful enough, can cause an unpleasant buzzing sound.

Communications Regulation Information

FCC Notices (U.S. Only)

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Modifications not expressly approved by this company could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Health and Safety Information

Exposure to Radio Frequency (RF) Signals:

The wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission (FCC) of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by both U.S. and international standards bodies. These standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

General information

This EUT has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment/general population exposure limits specified in ANSI/IEEE Std. C95.1-1992 and had been tested in accordance with the measurement procedures specified in FCC/OET Bulletin 65 Supplement C (2001) and IEEE 1528-2003.

Industry Canada (Canada only)

Operation of this device is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Privacy of communications may not be ensured when using this telephone.

Exposure to Radio Frequency (RF) Signals:

The wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limit for exposure to radio frequency (RF) energy set by the Ministry of Health (Canada), Safety Code 6. These limits are part of comprehensive guidelines and established permitted levels of RF energy for the general population. These guidelines are based on the safety standards previously set by international standard bodies. These standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

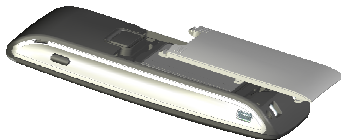
This device has been shown to be capable of compliance for localized specific absorption rate (SAR) for uncontrolled environment / general public exposure limits specific in ANSI/IEEE C95.1-1992 and had been tested in accordance with the measurement procedures specified in IEEE 1528-2003.

Installation

Inserting the standard battery

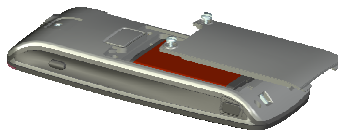
Aastra 610d, 620d

Push the battery cover downwards until it disengages from the locking mechanism and lift off. Insert the battery with the contacts downwards. Replace the battery cover and push upwards until it snaps into place.



Aastra 630d

Undo the two screws on the back of the handset with a suitable tool and remove the cover. Insert the battery with the contacts downwards, close the battery compartment with the cover and screw back in place. Do not damage the rubber seal when assembling.



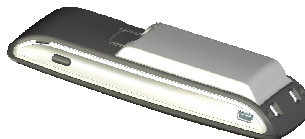
Inserting the power battery

You can order a battery with higher capacity (power battery) for the **Aastra 620d** and **630d** as an accessory (see page 62).

This battery has a thicker design so you need another battery cover that protrudes approx. 6 mm beyond the rear of the device.

Install the new battery cover as described above.

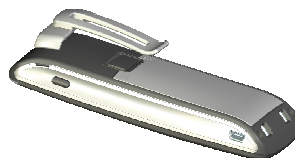
In the **Aastra 620d** you should remove any installed fixing bracket beforehand.



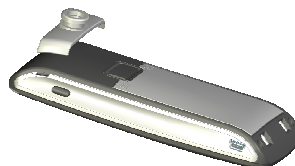
Installing/removing a mounting bracket or rotary clip

Aastra 610d, 620d

Place the supplied fixing bracket on both openings at the upper end of the handset and snap in place by pressing downwards. To remove the fixing bracket, press into the small cutouts at the edge of the bracket and pull the two sides slightly apart.

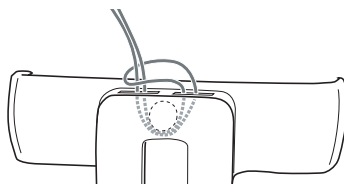


The **Aastra 610d** and **620d** can also be fitted with a rotary clip as an accessory. Place the supplied fixing bracket on both openings at the upper end of the handset and snap in place by pressing downwards. The clip is then pushed onto the protruding button. To release the handset from the clip, press the top button.



Attaching the carrying strap

Aastra 610d, 620d: There are two openings in the upper part of the fixing bracket. Feed the lower end of the carrying strap through these openings (please install with the fixing bracket removed). Carrying straps are available as accessories (see page 62).



Aastra 630: A carrying strap with carrying strap attachment is available as an accessory. To attach the holder, replace the screwed-on belt clip by the carrying strap attachment.



Headset connection/*Bluetooth*[®]

All handsets have a 2.5 mm jack plug at the bottom left for connecting a headset. Only use the recommended headsets (see Accessories page 62).

The Aastra 620d/630d mobile handsets have a *Bluetooth* interface (2.0) for corresponding headsets. With a headset only audio data can be transferred via the *Bluetooth* interface.

Safety information

Headsets (earphones and headphones) can produce very loud and high-pitched feedback. Exposure to such feedback can damage hearing. Before using a headset, set the volume as low as possible. For wired headsets, you can adjust the settings in the menu **»»» Audio > Volume > Headset (wire)**. In the case of Bluetooth headsets, adjust the setting on the device (please consult the User's Guide for the device). If you are making a call with the headset, adjust the volume slowly if necessary.

Aastra 630d - Headset: To remove the sealing cover

The opening of the headset connection is closed with a captive cover. If the headset is not in use, please close the opening so the device can be used in accordance with its protection class.

Remove the sealing cover from the device by pulling it out on the **upper** edge. **Never pull it out on the bottom edge.**

USB and external charging connection

Aastra 620d, 630d: A mini USB connection (2.0) is located at the bottom right. This has two functions:

- as an interface for connecting to a PC to load data from or to the device, for example. If the handset is connected to a PC, the battery is charged at the same time. The charging process is, however, slower than if the handset is charged in the charging unit (not available for the moment).
- as a connection socket for a USB charging device (see Accessories, page 62) to charge the handset even when it is in a leather pouch. The charging process is also slower here than charging in the charger cradle.

Only use a shielded USB cable.

Aastra 630d - USB connector: To remove the sealing cover

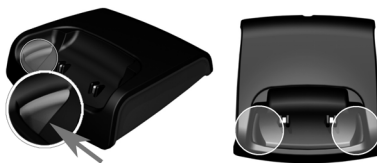
The opening of the USB connection in the Aastra 630d is closed with a captive cover. If the USB cable is not in use, please close the opening so the device can be used in accordance with its protection class.

Remove the sealing cover from the device by pulling it out on the **upper edge**. **Never pull it out on the bottom edge.**

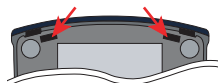
Connecting the charging unit

Aastra 610d, 620d: This handset can be used without any changes to the charger cradle.

Aastra 630d: To use this handset, you must remove the two lateral guides in the charger cradle. They are easy to lift on the inside edge using a fingernail or a paper clip.



The plastic guides can also be removed, by pushing a suitable screwdriver into the slits on the bottom of the charger.



Connect the plug-in power supply to the charger cradle and place the connection cable through the cable guide. Place the charger cradle on a non-slip surface. Change the plug of the power supply unit if necessary (see below).

Power supply / Power supply unit

The power supply unit is designed for 100V to 240V AC (50-60 Hz). It is supplied with four change adapters enabling virtually worldwide use. Where necessary, connect the plug normally used in your country to the power supply unit. There are two versions of the plug-in power supply unit that are connected slightly differently:

Version 1: Set the switch on the power supply unit to OPEN and push out the existing plug upwards. Then insert the new plug required into the power supply unit and lock it with the switch (LOCK).

Version 2: Remove any existing plug by pressing OPEN. Then insert the required new plug into the power supply unit at a slight angle with the label TOP upwards. Press downwards until it snaps into place.

Micro SD card (future evolution)

Aastra 620d, 630d: There is a slot for a micro SD card under the battery in the handset. This is not used in the current delivery condition and is available for future applications. Please make sure that the card slot is not damaged when inserting the battery.

Important information about the battery

The devices are powered by a Li-ion battery (both standard and power battery).

It is vital that you read the safety regulations before using the battery for the first time. Keep these safety regulations and all instructions for use at hand for future reference.

- Dispose of used batteries according to the instructions on page 58.

Failure to heed any of the following precautions when using the battery can lead to overheating, fire and danger of explosion.

- CAUTION: Risk of explosion if the battery is replaced by an incorrect type.
- Never try to use the battery for the power supply of any device other than these handsets.
- Never use or leave the battery close to a naked flame.
- Never put the battery into a microwave oven, do not throw it into a fire and do not expose it to high temperatures by any other means.
- Never carry or store the battery together with electrically conducting objects (neck chains, pencil leads, etc.)
- Never attempt to open the battery, never modify it in any way or subject it to severe blows.
- Never immerse the battery in fresh or salt water.
- Never use or leave the battery in direct sunlight, in a vehicle parked in blazing sunlight or in any other location with high temperatures.

Installation

- If you ever notice liquid leaking out, unusual odour, build-up of heat, discolouration, deformation or any other abnormal condition when you use, charge or store the battery, remove the battery immediately from the handset and keep it away from naked flames.
- The battery fluid can damage your sight. If at any time battery fluid accidentally gets into your eyes, rinse your eyes immediately with clean tap water and contact a doctor.
- If the battery is to be used by children, make sure a responsible adult instructs the children in the precautions and proper handling, and make sure the children handle the battery correctly.
- If battery fluid accidentally gets onto your clothing or skin, rinse the affected place immediately with pure tap water. Prolonged contact with battery fluid can lead to skin inflammation.

Precautions during use

- The battery is designed for use with these handsets only.
- Only use the charger cradle supplied for charging.
- A new battery is not charged so you need to charge it before using for the first time.
- Using the battery in a cold environment can shorten the expected operating life of a full charge. Charge the battery at a location with a temperature between 10° C and 35° C. Charging outside this temperature range can lead to a longer-than-usual charging time or even to failure of the charging process.
- An extremely short operating time after a full charge indicates that the lifetime of the battery has expired. Replace the battery.
- Never wipe the battery with thinners, benzene, alcohol, or other volatile substances, or chemically treated cloths. These can cause deformation of the battery and malfunction.

Commissioning

Charge the battery before using your handset for the first time.

Maximum battery performance is first reached after three to five charging and discharging cycles. Place the handset in the charger cradle regularly to achieve optimum battery charge.

After initial charging of the battery your handset is ready for use, calls can be received or made from this handset.

Charging and durations

Charging time in the charger cradle (empty battery):

Full capacity: 2 hours (standard battery), 4 hours (power battery).

Charging time with USB charging device:

Full capacity: 4 hours (standard battery), 8 hours (power battery).

Talk time:

Standard battery - up to 15 hours (when fully charged) for North America.

Standard battery - up to 12 hours (when fully charged) for other countries.

Power battery - up to 30 hours (when fully charged) for North America.

Power battery - up to 24 hours (when fully charged) for other countries.

Standby time:

Standard battery - up to 105 hours (when fully charged) for North America.

Standard battery - up to 110 hours (when fully charged) for other countries.

Power battery - up to 190 hours (when fully charged) for North America.

Power battery - up to 200 hours (when fully charged) for other countries.

Note

Poor radio signals (far away from the system base station) reduce the handset standby and talk times. High loudspeaker or ringer volume, frequent key activation and display illumination as well as active vibration alarm and *Bluetooth* operation are features that can specifically shorten standby and talk times.

Battery: Charging states

The charge status of the battery is indicated on the display. The displays mean:

-  Batteries are 81 - 100 % charged
-  Batteries are 61 - 80 % charged
-  Batteries are 41 - 60 % charged
-  Batteries are 21 - 40 % charged
-  Batteries are 0 - 20 % charged

- If the handset is placed in the charger cradle when the battery is completely discharged, there is no indication until a specific charge status is reached. This process can take a few minutes and is not a malfunction.
- Even when the handset is switched off, the battery slowly discharges.
- When charging, the LED lights orange; when the battery is fully charged, the LED lights green (can be deactivated in Menu **>>> Settings -> Illumination -> LED indications -> Life indication**).

Battery warning

When the battery capacity is almost exhausted, a warning sign appears on the display and a series of warning beeps sounds (can be deactivated in the Menu **>>> Audio -> Attention tones**). If you are making a call, you have approximately five minutes' talk time left before the handset switches itself off.

Registering your handset (log-in)

Your handset can be operated on up to 10 different communications systems.

To do so, it must be registered or, more precisely, logged in on each station.

Your system operator will usually register the handset for operation on the telephone system. The log-in must be enabled for this. Depending on the system of communication, the enabling can vary. In most cases the IPEI of the handset is needed (found in Menu **>>> System -> Show IPEI**). To register the handset itself on the communication system, proceed as described in the "System" menu. This requires a PARK number sequence and an access code (AC = Authentication Code) from the system operator.

Registration

A registration is stored in the device for each communications system on which the handset has been logged in. A registration entry also includes a system name (e.g. A, B, C,...).

If you have logged into the system with your handset, this name appears on the display.

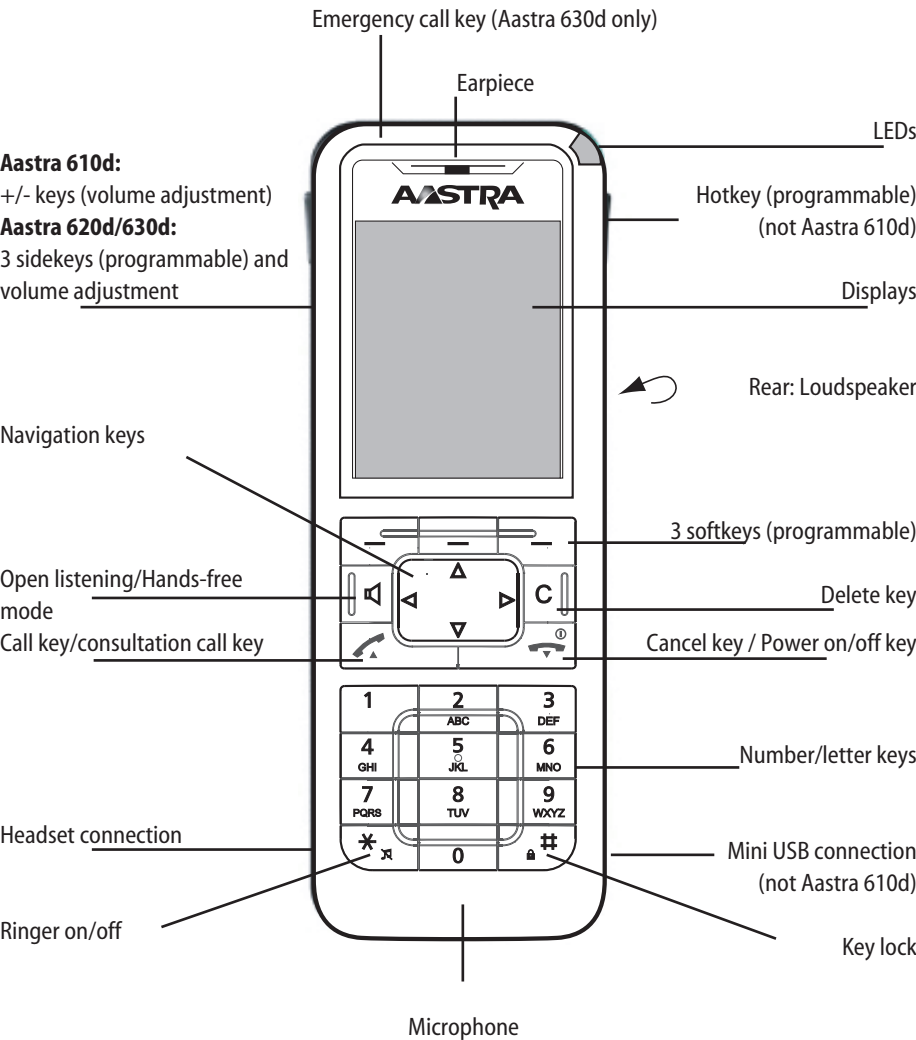
Subscription

After the handset is subscribed in one or more communications systems you can use the telephone to make and receive calls. If the **Auto search** feature (see page 48) is activated, the handset (in idle mode) automatically selects the nearest accessible system and logs in there. If you don't want to use the **automatic search**, you can search exclusively for any desired system using the stored registration entries.

Function overview

Displays, softkeys, LEDs and key functions

Key assignment (on delivery)



Display arrangement

Symbols on the upper display line:

	Signal strength
	Microphone switched off
	Battery charge status
	Loudspeaker switched on
	Headset active
	<i>Bluetooth</i> headset active
	Message(s) in the message-list
	Voice box message (if available)
	Ringer switched off
	Call key pressed
	Call filter active

Display

Information on the current connection status, the list of menus and their content are shown on the display. In the idle status you will see

- System name with internal call number
- Your programmed user name
- Current time and date
- Any programmed alarm clock 🕒 and/or appointment 🕒
- Any activated features
- Symbols for programmed functions

The time is only displayed if it has been transferred from the system or set by you.

The navigation keys are used to scroll upwards or downwards through selection lists (e.g. phone book) and the features menu. A selectable entry is highlighted.

Softkey line and idle display

The three keys below the display are called softkeys. The functions assigned to these keys are shown in the bottom display line. The key function changes automatically according to the operating state of the handset.

When the handset is delivered the following symbols are shown in the softkey line:



Enables selection from the redial list.



Navigation menu. This is used to call up a selection list with frequently used features. These include:

- Handset phone book (personal phone book)
- System directory (Central directory)*
- Information lists (call list, messages*, voice box*, redial)
- Profiles

* if available

These functions are also assigned to the **navigation keys**.



You can use them to reach the phone menu (see page 39).

Note

Please note that the functions of the softkeys are programmable. You can later assign them other functions.

LED

The LED (3-colour/red-orange-green) at the upper corner signals specific events that currently cannot be changed as they are required by the system or can be switched on or off by you. Please refer to the following table for more details.

Colour	Status	Description	can be switched on/off
Green	Flashes quickly	Incoming call	Yes
	Flashes slowly	Ready indicator / Within range / Not in the charger cradle	Yes
	Lights	Hands-free operation switched on	Yes
	Lights	Battery fully charged (if in the charger cradle)	Yes ¹⁾
Red	Flashes quickly	Mandown (Aastra 630d only)	No
	Flashes quickly	Outside the system range	No
	Flashes quickly	Alarm call / Message	No
	Flashes slowly	New entries in the info panel (e.g. call list)	Yes
	Flashes slowly	Alarm clock / Appointment	Yes
Orange	Flashes slowly	Ready indicator / Within range / Not in the charger cradle / Battery capacity below 60%	Yes ¹⁾
	Lights	Battery is charging	Yes ¹⁾

¹⁾ coupled to the on/off switch of the ready indicator

Key functions

The following table gives an overview of the various key functions (on delivery).

Key	Duration	... in status	Description
Right softkey 	short	Standby Menus, Lists Connection	Call up the whole menu Call up the respective option menu or save Option menu during connection
	long	Standby	Programming the key function
Left softkey 	short	Standby Menus, Lists Connection	Redial Confirmation (Ok) R key for enquiry
	long	Standby	Programming the key function
Middle softkey 	short	Standby	Display of the "Navigation Menu" (list of the functions that can also be accessed via the navigation keys)
		Menus, Lists, Editor	Cancel (Esc)
	long	Standby	Programming the key function
Navigation key Top 	short	Standby Connection Menus, Lists Editor	Retrieve the system directory (if available) Increase volume (save with Ok) Scroll up One line up
Navigation key Bottom 	short	Standby	Retrieve the personal phone book
		Connection Menus, Lists Editor	Reduce volume (save with Ok) Scroll down One line down
Navigation key Left 	short	Standby Editor	Select the info list Cursor back one character
	long	Editor	Cursor to start of line
Navigation key Right 	short	Standby Editor	Select the profile setting Cursor forward one character
	long	Editor	Cursor to end of line
Hands-free 	short	Standby Connection	Set up connection with hands-free operation Switch open listening/hands-free operation on/off
		Lists	Set up hands-free connection to selected entry

Function overview

Key	Duration	... in status	Description
Key C 	short	Incoming call	Switch off the call signal (for current call only)*
		Lists	Delete the corresponding entry
		Editor	Delete the character left of the cursor
	long	Lists	Delete the complete list (except phone book)
Call key (pick-up), green 	short	Standby	Connection set-up
		Connection	R-key function
		Lists	Set up connection to selected entry
	long	Standby	Select the redial list
End key (hang-up), red 	short	Lists	Transfer the entry into predial
		Standby	Special Options menu
		Connection	End connection
		Incoming call	Reject call (if supported by system)
	long	Menus/Lists	Return to Standby status
		Editor	Exit Editor without changes
Number keys 	short	Every status	Switch off handset
		Handset switched off	Switch on handset
Number 	long	Standby	Enter number into predial
		Editor	Character according to table (see page 23)
Number 	long	Standby	Connection to voice box (if available)
Number  - 	long	Standby	Select the corresponding Quick Call destination (if Quick Call programmed)
Key 	short	Standby	Enter * in predial
		Editor	To switch between upper and lower case when entering text.
	long	Standby	Switch call signal on/off (permanent)
Key 	short	Standby	Enter # in predial
		Editor	Character according to table (see page 23)
	long	Standby	Key lock on

* Only if supported by the PBX

Function overview

Key	Duration	... in status	Description
Hotkey (not 610d)	short	Standby	Select the programmed function (VIP list)
	long	Standby	Programming with the desired function
SOS key (630d only)	long	According to the system	Make an emergency call (call or message, depending on the programming and the telephone system)
Top sidekey (620d, 630d only)	short	Standby	Select the programmed function
		Connection	Increase volume (for current connection only)
	long	Standby	Programming with the desired function
Sidekey ⊕ (610d only)	short	Connection	Increase volume (for current connection/save with Ok)
Middle sidekey (620d, 630d only)	short	Standby	Select the programmed function (e.g. VIP list)
	long	Standby	Programming with the desired function
Bottom sidekey (620d, 630d only)	short	Standby	Select the programmed function
		Connection	Reduce volume (for current connection only)
	long	Standby	Programming with the desired function
Sidekey ⊖ (610d only)	short	Connection	Reduce volume (for current connection/save with Ok)

Navigating in menus

Example: Setting the language

1. Open the menu - depending on the configuration of your handset, press
 - the softkey **>>>**
 - or
 - briefly press the end key  and select the menu item from the list.
2. Use the navigation keys **▲/▼** to select the **Settings** entry from the list and press the **Ok** softkey.
3. Use the navigation keys **▲/▼** to select the **Display** entry from the list and press the **Ok** softkey.
4. Use the navigation keys **▲/▼** to select the **Language** entry from the list and press the **Ok** softkey.
5. Use the navigation keys **▲/▼** to select one of the languages offered from the list and press the  softkey (Save).
6. Exit the menu by pressing the **Esc** softkey several times.

Example: Personal phone book/Editor

1. Open the menu - depending on the configuration of your handset, press
 - the navigation key **▼**
 - the softkey **>>>** and select the **Phone book** entry/**Ok** and **Personal directory/Ok**.
 - one of the function keys to which you have assigned access to the phone book.
2. If the phone book is empty, press the **New** softkey.
If entries already exist, press the **>>>** softkey, select **New entry** and confirm with **Ok**.
3. You will see an overview of the possible entries. Select **Name** and press the **Ok** softkey.
4. Press the key repeatedly to select the character of a key, the character assigned to this key then appears. The entry position automatically moves forward if you make no immediate entry or enter a new character. You can correct entries by moving the cursor to the num-

Navigating in menus

ber/letter to be deleted with the ◀/▶ keys and then pressing the **C** key. You can now add new characters at this point.

Every word is automatically started with an upper case letter. Press the * key several times to switch between upper and lower case (**A** or **a** is shown) or only upper case at the start of the word (**Aa** is shown).

5. Now select the next line from ▼ (e.g. **Private**) and press **Ok**.
6. Enter the private call number for the entry and press **Ok**.
7. Select the next line from ▼ (e.g. **Business**) and press **Ok**.
8. Enter the business call number for the entry and press **Ok**.
9. Using this method enter the mobile call number and the e-mail address if required.
10. If you want to assign a Quick Call number key to the entry, select **Quick call** and press **Ok**. Select a key 2...9 from the list and press **Ok**. Exit the list with **Esc**. In the list you can delete or overwrite existing entries.
11. You can assign a special melody to the entry that will signal a call from this call number. Select **Melody** and press **Ok**. Select a melody from the list. Press **Ok** to save your selection.
12. Press the  softkey to save the complete phone book entry.

Editor

Entering names/call numbers

The Editor helps you to enter or change call numbers and names in the lists (e.g. phone book). The maximum length for entering call numbers (numbers) is 32 characters and for entering names (letters) is 16 characters.

For entering letters the following character set can be used:

Key	Upper case	Lower case
1	? ! 1 - + * / = & () % ' _	? ! 1 - + * / = & () % ' _
2	A B C 2 Ä Å Æ Ç	a b c 2 ä å æ ç
3	D E F 3 È É Ê Ë	d e f 3 è é ê ë
4	G H I 4 Î Ï Ñ	g h i 4 î ï ñ
5	J K L 5	j k l 5
6	M N O 6 Ñ Ò Ó Ô Õ Ö Ø	m n o 6 ñ ò ó ô õ ö ø
7	P Q R S 7 ß Š	p q r s 7 ß š
8	T U V 8 Û Ü Ú Û	t u v 8 ù ú û ü
9	W X Y Z 9	w x y z 9
0	space , . 0 : ; _ " ' ^ ~	space , . 0 : ; _ " ' ^ ~
*	Switching upper/lower case	Switching lower/upper case
#	# @ € \$ £ ¥ \$ < > { } [\]	# @ € \$ £ ¥ \$ < > { } [\]

Basic functions

Switching the handset on/off

Switching the handset off

Press the End key  and hold it down for a moment

or ...

Press the End key  briefly, select **Switch off** and press **Ok**.
The handset will switch off after a confirmation prompt.

Switching the handset on

To switch on press and hold the End key  until the display lights again. This can take up to 10 seconds.

Key lock / Phone lock

Switching on the key lock

Press the router key  and hold for a moment. The key lock is activated and the  symbol appears in the display.

Switching the key lock off

Press the softkey with the  symbol and then the router key  within 3 seconds.

Releasing the phone lock

If you have locked your telephone against unauthorised use (see page 52), you can release the lock again by pressing the  softkey and entering your PIN.

Switching hands-free operation on/off

Press the  loudspeaker key to switch hands-free operation on or off.

The  symbol appears on the display if the hands-free operation feature is enabled.

If you make a call using the handset and place it in the charger cradle, the hands-free operation feature is automatically activated.

Acknowledging an appointment/alarm clock

You are notified of an appointment or alarm clock by the specified ringer and the LED flashing red for approx. 45 sec. The display shows the corresponding text. You can acknowledge the signalling with **Esc**.

Adjusting the volume of the earpiece during the call

Aastra 610d

Press the +/- sidekeys to increase/lower the volume of the current call or use the ▲ (louder) and ▼ (quieter) navigation keys.

Aastra 620d/630d

Press the top or bottom sidekeys to increase or lower the volume of the current call or use the ▲ (louder) and ▼ (quieter) navigation keys.

Caution : On Aastra 620d, if you have programmed one of the side keys as a SOS key, it will not be possible to use it during a call to adjust the volume. In this case, use the navigation keys to adjust the volume.

Note

If you press the **Ok** softkey when adjusting the volume, the new value is saved (i.e. accepted in the Audio menu).

Switching the ringer on/off

Switch off: Press the  star key and hold for a moment, the  symbol appears on the display.

Switch on: Press the  star key again and hold for a moment, the  symbol will switch off.

Switching ringer off at call

If you want to switch off the ringer for a call that has just come in, press the **C** key. You can still accept the call as long as the caller has not hung up.

Illumination

The keyboard and display are lit. The illumination is activated each time a key is pressed and remains lit for an adjustable time. You can make changes in the Menu **>>>** -> **Settings** -> **Illumination** -> **Keyboard/Display** .

Changing the brightness/contrast of the display

Aastra 610d

Adjust the brightness of the display to your local conditions. Change the contrast in the Menu **>>>** -> **Settings** -> **Display** -> **Contrast** .

Aastra 620d, 630d

Adjust the brightness of the display to your local conditions. Change the brightness in the Menu **>>>** -> **Settings** -> **Display** -> **Brightness**.

Muting the handset

If you do not want your call partner to listen in while you talk to someone in the room for instance, you can temporarily mute your handset.

You are making a call.

Press the  softkey. The  symbol appears on the top line of the display.

Your call partner on the telephone can no longer hear you.

Press the  softkey once more when you want to talk with your call partner again. Your call partner on the telephone can hear you again.

Automatic hide / Info window

If you are in a menu or an entry mask when a call comes in, the information relevant to the call appears on the display (caller name/call number etc.). After completing the call you return to the where you were before the call arrived.

In some settings of the Devices menu information text appears that automatically scrolls if the text is long. You can also scroll manually by pressing the ▲ / ▼ keys.

Event window and "Info"- Menu

In the idle state of the handset an event window will appear, when e.g. new entries are saved in the Caller list, the Voice box* or the Message list*. If there is more than one new entry you will see the topic **New Infos**.

To access the entries you can open the Info-Menu:

Just press in the idle state the Navigation key ◀ and choose one menu item. Alternatively you can also open the Info-Menu by pressing the ▶▶ - key or the ↻ -key.

Vibration alarm (620d, 630d only)

The vibration alarm can be switched on/off in the Menu ▶▶ -> **Audio** -> **Ringer settings** -> **Device** -> **Vibra Call**.

Configuring your personal directory

In the personal directory on the Aastra 610d/620d/630d you can save up to 200 names with up to 3 call numbers each. How to create new entries is described in the "Example" section of the Phone Book/Editor from page 21.

* If supported by the system

Editing lists

The following options are available in the redial list and caller list:

Open the respective list, e.g. in the Info menu, with the ◀ navigation key.

Press ►►► to reach the Options menu.

The following options are available

Dial number ...

The previously selected entry is immediately called.

Predial

The previously selected entry is transferred to the predial for calling.

Add to...

The call number of the entry is transferred into your personal phone book, the call filter or the VIP list.

Details ...

Further information on the entry is displayed.

Delete

Deletes the entry.

Delete all

Deletes the entire list.

Using the *Bluetooth*[®] headset (Aastra 620d, 630d)

The *Bluetooth*[®] word mark and logos are owned by the Bluetooth SIG, Inc. and any use of such marks by [licensee name] is under license. Other trademarks and trade names are those of their respective owners.

The *Bluetooth* feature of the handsets allows registration of two *Bluetooth* headsets, one of which can be selected for use.

A registered and accessible *Bluetooth* headset ( symbol) has priority over any other headset also connected via cable ( symbol).

If the hands-free operation key is pressed when a headset is being used (*Bluetooth* or connected via cable), the call is forwarded to the headset loudspeaker.

If the connection between the handset and *Bluetooth* headset is lost during a call, a message appears on the display. You can decide whether you want to continue the call with a headset connected via cable if necessary, or on the handset itself, or to terminate the call.

Registration

Switch the headset to "Pairing mode". Follow the User's Manual of the headset for this.

Switch on the function in Menu **>>>** -> **Settings** -> **Bluetooth** -> **BT Status** die Funktion ein (An).

Open the Menu **>>>** -> **Settings** -> **Bluetooth** -> **Subscribe headset** and then press the **New** soft-key.

The headset that is found is shown by its name on the display. Confirm the display with **Ok** and enter the PIN of the headset. The headset is now logged in and the  symbol appears on the top line of the display.

You can specify the active headset in the Menu **>>>** -> **Settings** -> **Bluetooth** -> **Select headset**.

Telephoning via the *Bluetooth* headset

Answering a call:

Press the "Connect key" on the headset. The  symbol is displayed.

Ending a call:

Press the "End key" on the headset or the End key  on the handset.

Making a call:

Enter the call number on the handset and press the "Connect key" on the headset.

Special key (Hotkey) /VIP list (Aastra 620d, 630d)

On delivery the special key (hotkey) at the top right of the 620d and 630d handsets is prepared as VIP phone book/VIP list for saving up to six telephones to be available very quickly (the key can be reprogrammed).

To program your favourite call numbers briefly press the hotkey followed by the **New** softkey. Enter the name and the call number. You can specify further call numbers under the option **>>>** -> **New Entry**.

To dial these call numbers briefly press the hotkey, select the desired entry and press the call key



: the call will be set up.

VIP list (Aastra 610d)

The programmable keys of the Aastra 610d can also be assigned with a VIP phone book. To do so, program one of these keys as described on page 56 and then save the name and call number as described in the previous section.

Special functions (Aastra 630d only)

SOS

The Aastra 630d handset has an SOS key. When it is pressed the hands-free mode is activated and a previously saved emergency call number is called.

The emergency call number is the same call number that is dialled when "Mandown" is triggered (Aastra 630d) or when a programmed emergency call key is pressed. You can enter the emergency call number in the Menu **>>>** -> **Security-> SOS number**.

If the SOS number is managed by the system, this option of menu is not presented.

"Mandown"

The handset can trigger an automatic emergency call. Prerequisite is that you have programmed an emergency call number and the "Mandown" feature is active.

When the "Mandown" feature is activated, an integrated mercury-free position switch constantly determines the angle of tilt of the handset. In most cases the handset is normally worn vertically with the belt clip directly fastened to the person, for example. This position check is made every 5 seconds to check that the device is still in the upright position. If the device is more than 45 degrees from the upright position, an alarm is triggered after a settable time.

The following values can be selected:

Status

Allows to activate or deactivate the Mandown feature

Auto answer

A call from the programmed emergency call number can be automatically accepted with hands-free operation if this is set in the menu.

Alarm tone

The pre-alarm can also be issued without the alarm tone and can be deactivated in the menu.

Delay

This is the length of time the device can be non-vertical without triggering an alarm.

Prealarm

This is the time for which an alarm – if activated – is signalled on the handset before the emergency call is sent. To disable the alarm tone (i.e. to deactivate the Mandown), press the **Esc** soft-key. Changing the handset position will not deactivate the alarm tone.

Repeat alarm

The time after which a renewed pre-alarm is sent with subsequent emergency call can be defined.

Basic functions

The "Mandown" alarm is only triggered if the device is switched on and in idle mode (i.e. not when scrolling in the menu, for instance).

All settings can be made in Menu **》》》** -> **Security** -> **Alarm Sensor** -> **Mandown**. You can enter the emergency call number in Menu **》》》** -> **Security** -> **SOS number**. The emergency call number is the same call number that is dialled by pressing the SOS key (Aastra 630) or a programmed emergency call key.

Telephoning

Answering a call



Press the Call key.

... or

Reject

Press the **Reject** softkey.* The call is rejected. The caller hears the busy signal.



The ringer is deactivated, but you can still answer the call.

... or



Press **>>>** and select from the options that are shown.

- **Accept**
The call is answered.
- **Reject**
The call is rejected, the caller hears the busy signal.
- **Add to ...**
The call number of the caller is transferred to the personal phone book, the call filter or the VIP list.

* if supported by the system

Making internal / external calls

Direct dial



Press the Call key and dial the internal or external call number with preset code for assigning external lines.

Predial



Enter the call number and press the Call key.

Note

Correcting an entry in Predial

- Briefly press **C** key to delete individual digits;
- Press the **C** key and hold for a moment to delete the entire call number.

Calling from the Redial list



In idle mode press the softkey . The last 30 dialled subscribers are displayed. The entries are limited to 20 in the Aastra 610d.



Select an entry with the navigation keys.



Press the call key, the selected call number will be dialled.

Note

You can also call up the redial feature by pressing the Call key and holding for a moment.

Calling from your personal Phone book



In idle mode press the ▼ navigation key .



Enter the first letter(s) of the desired name.

... or



Select an entry with the navigation keys.

You can call up the different call numbers belonging to the name with the  softkey.



Press the call key, the selected entry will be called.

Note

You can also call up your personal phone book via the Navigation menu (see page 16) when the handset is in idle mode or via the **>>>** menu access when the handset is in idle mode or connected.

Calling from the system directory (Central directory)*



In idle mode press the ▲ navigation key .



Enter the first letter(s) of the desired name then press **Ok**.



If necessary, select one of the listed entries using the navigation keys.



Press the call key (or the **Ok** key). The corresponding phone number will be called.

Note

You can also call up the system directory via the Navigation menu when the handset is in idle mode (see page 16)).

Calling from the Caller lists

Your handset stores the call numbers of the received and missed calls (depending on the transfer of the call number). 50 entries can be stored (the entries are limited to 30 in the Aastra 610d).



In idle mode press the ◀ navigation key, the Info menu will open.



Select **Caller list** and then select the name or the call number. The following symbols indicate the respective call type:



Received, answered call



Missed call



Rejected call



Filtered call



Forwarded call



SOS call



Call with automatic accept

You can display further information on the entry with the  softkey.



Press the call key, the selected entry will be called.

Note

You can also call up the Info menu/call list via the Navigation menu (see page 16) or via the Menu Access **>>>** when the handset is in idle mode.

Ending calls



You can end calls by briefly pressing the End key.

Multiple connections

During a call

Enquiry Call

-   Press **R** then enter the internal or external phone number.
You can talk to the second party, the first one is on hold.

Releasing an Enquiry call

-  **1** Press **R** then enter **1** (or [])
You are again in communication with the first correspondent.

Toggling between two parties

-  **2** Press **R** then enter **2** (or [])

Making a three-party call / conference

One subscriber is on hold and you want to talk to both parties at the same time:

-  **3** Press **R** then enter **3** (or [])

Ending the conference



Press **End key**

Transferring a call to another set (during a call)

-   Press **R**, enter the phone number.



Press **End key**

Answering a call during a conversation (call waiting) :

-   Press **R** then enter *** 10** (or [])

Callback

The internal correspondent you want to reach is busy or does not answer.

Activate the callback

-  **5** Press **R** then enter **5** (or []).

As soon as the called party is free (if the line was busy) or has enabled his telephone (if absent), your handset rings. When you answer, your called party's set that is "in callback" also rings.

Telephoning

Deactivate the callback

  Press the **call key** then **# 5 0**.

Call forwarding

If absent or busy, you can forward your calls to another set or to your voice mailbox.

Forwarding calls to another set

Forward immediately:

  Press the **call key** then *** 2 1** (or []) and dial the chosen extension.

Forward on no answer:

  Press the **call key** then *** 2 2** (or []) and dial the chosen extension.

Forward on busy:

  Press the **call key** then *** 2 3** (or []) and dial the chosen extension.

Forwarding calls to the voicemail*

Forward immediately:

  Press the **call key** then *** 2 5** (or []) .

Forward on no answer:

  Press the **call key** then *** 2 6** (or []) .

Forward on busy:

  Press the **call key** then *** 2 7** (or []) .

Cancel all forwarding:

  Press the **call key** then **# 2 0** (or []) .

* if supported by the system

Devices menu

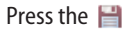
You can call up the Devices menu in the following ways:

- In Idle mode, press **»»»**.
- In Idle mode, press  and select **Menu**.

Notes on the display symbols in the menu



Save



Press the softkey to save your choice or entry.



Information

You can display further information on the entries with the softkey.



Options

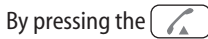
You can open further submenus (e.g. Delete, Edit) with the softkey.

Esc/ Back

You can cancel entries with the **Esc** softkey and/or go one step back in the menu.



Calling



By pressing the softkey an entry is dialled directly or transferred into pre-dial.

Overview

Info



This menu provides access to the call list, redial list and the voice box (if available).

Quick access to this information is also possible on the  navigation key or via the  key.

Active features

You can quickly reach some important settings, such as **Bluetooth**, **Mandown**, **Call filter**, **Profiles**, **Alarm clock** and **Appointment**, via this menu.

Devices menu

Phone book

Allows access to your personal phone book and to the system directory.

Set idle, it is possible to access these directories by  .

Press ▼ to access quickly to the personal phone book,

Press ▲ to access quickly to the system directory (Central directory)*.

Time/Alarms

In this menu you can set the date and time, program appointments and alarm clock times and define the formats for the date and time display.

Audio

In this menu you can make settings for the volume, ringer and attention tones.

Call filter

The call filter* allows you to answer or block incoming calls. You can specify the call numbers and the filter status in the menu.

System

In this menu you can specify the active system for your handset and administer registrations to different systems as well as read the IPEI number and information on the status of hardware and software.

Settings

Device settings, such as key lock, key programming, user name, display settings, illumination, *Bluetooth* etc., are available here.

Protection functions

This menu can be accessed via the PIN (Personal Identification Number). On delivery, it is 0-0-0-0 (4 x zero). Here you can block the handset (lock), change the PIN, program an emergency number, enter settings for the alarm sensor (in 630d only) as well as completely or partially reset the handset to its state on delivery.

* if supported by the system

Profiles

This menu is used to create and administrate user profiles. Five modifiable profiles are preset.

"Info" menu



Caller list

Shows the entries in the caller list. If a phone book entry is created for a call number, the corresponding name is displayed.

- » -> **Dial number...** Call number will be dialled.
- Predial** Call number is transferred to the predial.
- Add to ...** Call number can be transferred into the phone book, the call filter or the VIP list.
- Details...** Information on the entry is displayed.
- Delete** The entry will be deleted.
- Delete all** The list will be deleted after a confirmation prompt.

Voice box

Displays new messages in the voice box of your communications system (if available).

Redial list

Displays the entries in the redial list. If a phone book entry is created for a call number, the corresponding name is displayed.

- » -> **Dial number...** Call number will be dialled.
- Predial** Call number is transferred to the predial.
- Add to ...** Call number can be transferred into the phone book, the call filter or the VIP list.
- Details...** Information on the entry is displayed.
- Delete** The entry will be deleted.
- Delete all** The list will be deleted after a confirmation prompt.

"Active features" menu

The "Active features" menu provides quick access to a number of selected menu items.

- Bluetooth** Switch on/off and configure the Bluetooth function - not Aastra 610d (see page 51).
- Mandown** Switch on/off and configure the Mandown function - Aastra 630d only (see page 53).
- Call filter** Access to the filter settings* (see page 47).
- Profiles** Quick swapping between the various profiles (see page 54).
- Alarm clock** Switch on/off and configure the alarms 1...3. The respective alarm clock is selected with the ◀ and ▶ keys (see page 44).
- Appointment** Switching on/off and configuring the appointments 1...3. The respective appointment is selected with the ◀ and ▶ keys (see page 43).

"Phone book" menu

The "Phone book" menu provides access to your personal directory and to the system directory (if available).

Further details concerning the creation of a new entry int the phone book can be found on page 21. To use the directories, please consult page35.

You make changes in the phone book as follows:

Personal directory

Select an entry from the list.

- » -> **Edit** The entry can be modified.
- New entry** Create a new entry.
- Add to ...** The following selected call number will be transferred to the call filter or the VIP list.
- Delete** The entry will be deleted.
- Memory** Shows the number of already stored entries.

* if supported by the system

"Time/Alarms" menu



You can move the entry position of all settings with the ◀ and ▶ navigation keys and change the values with the ▲ and ▼ keys.

Date/Time

Time Show the time currently set in the handset.

Change Change the time setting.

Date Show the date currently set in the handset.

Change Change the date setting.

Note

If the time and the date are transferred from the telephone system, you cannot make this setting.

Appointment

Shows the list of appointments. Up to three appointments can be entered and activated.

Status: On/Off

Change Activate or deactivate appointment.

Time Show the time set for the appointment.

Change Change the time setting.

Date Show the date set for the appointment.

Change Change the date setting.

Text Show the text entered for the appointment.

Change Change/enter the text (max. 32 characters).

Note

If the ringer is deactivated, there is also no acoustic signalling to indicate a set alarm or appointment.

Alarm clock

Shows the list of alarms. Up to three alarm times can be entered and activated.

Status: On/Off

Change Here you can choose between **Once** (at the next specified time with this value), **Daily** (repeats daily) and **Off**.

Time Show the time set for the alarm.

Change Changes the time setting.

Text Shows the text entered for the alarm.

Change Change/enter the text (max. 32 characters).

Note

If the ringer is deactivated, there is also no acoustic signalling to indicate a set alarm or appointment.

Format setting

Setting option for the display formats of the date and time.

Time format

Change the time format (24-hour or 12-hour am/pm)

Date format

Change the date format dd.mm.yy, e.g. 27.12.08
mm/dd/yy, e.g. 12/27/08
yy-mm-dd, e.g. 08-12-08
dd-mmm-yyyy, e.g. 27-Dec-2008

"Audio" menu

Open the menu, select **Audio** and press Ok.

Volume settings

Earpiece Shows the currently set volume. You can change the volume with the ◀ and ▶ navigation keys.

Handsfree Shows the currently set volume. You can change the volume with the ◀ and ▶ navigation keys.

Corded headset Shows the currently set volume. You can change the volume with the ◀ and ▶ navigation keys (does not apply to Bluetooth headset).

Ringer Shows the currently set volume. You can change the volume with the ◀ and ▶ navigation keys.

Ringer settings

Melodies

- Internal** Selection of melodies for internal calls.
- External** Selection of melodies for external calls.
- VIP call** Selection of melodies for incoming VIP calls (available according to system).
- Emergency call** Selection of melodies for incoming emergency calls.
- Alarm clock** Selection of melodies for the alarm.
- Appointment** Selection of melodies for the appointments.

Note

You can listen to the melody with the  softkey before saving.

- Type** Select whether the call tone melody should be played once or repeated.
- Device** Select whether signalling is made via loudspeaker (ringer), vibration alarm (not Aastra 610d) and/or on the headset.
- Volume** Shows the currently set volume. Change the volume with the ◀ and ▶ navigation keys (increasing or level 1...7).

Devices menu

Noise detection

When this function is active, the volume of the ringer is automatically raised if there is loud background noise.

Attention tones

Select whether the respective attention tones should be activated or not.

Key click Audible confirmation when a key is pressed.

Confirm tones Confirm successful/unsuccessful settings.

End of menu Alert tone on reaching the end of a menu list.

Battery warning Alert tone if the battery is almost empty.
Only a few minutes are left before the call will be disconnected.

Coverage warning Alert tones if the wireless connection threatens to disconnect.

Loud environment

If the handset is mainly used in a loud environment, the handset attempts to improve the voice transmission.

"Call filter" menu



The call filter* allows you to answer or block incoming calls. The **Accept List** setting only allows the call numbers in the call number list to be signalled (no other calls). The **Block List** setting means all calls are signalled except the calls from the call numbers in the list. The call number list can contain 10 entries.

Status You can change the filter mode.

Accept list

Calls for the call numbers entered in the list are accepted.

Block list

Calls for the call numbers entered in the list are rejected.

Filter off

Call filter is deactivated.

List of numbers

Shows the entries in the call number list. If the list is empty, press the **New** softkey.

Name Enter a name for the call number.

Number Enter the call number. This entered caller number must correspond exactly to the call number transferred by the network.

or ...

Select a call number from the list.



->

Edit

The entry can be modified.

New entry

Create a new entry.

Dial number...

The entry will be dialled immediately.

Predial

The entry will be transferred to the predial.

Add...

Transfers the call number into the personal phone book or the VIP list.

Details...

Shows call number and name.

Delete

The entry will be deleted.

Delete all

The list will be deleted after a confirmation prompt.

* if supported by the system

"System" menu

Select system

Auto search

The handset logs in automatically to the system currently available with the highest signal strength. The handset can only be logged in if it has been registered on the applicable system beforehand. If necessary, please contact your system administrator.

[Systemname]

List of systems on which the handset is already registered. The selected system is marked.

Select a system with the navigation keys.

When  is pressed, the handset attempts establish a connection.

Subscriptions

New system

Enter the access code and (optionally) the PARK code. Ask your system administrator for information.

[Systemname]

You can change the system name and the call number with **Edit**. The change only affects the indication on the idle display. Your actual call number is not changed. You can delete the registration to the respective system with **Delete**.

Show IPEI

The international handset ID is displayed. This may be required for identifying your handset in the telephone system.

Version info

Information concerning the handset hardware and software status is displayed.

"Settings" menu

Key lock

Press **Ok** to activate the key lock (see also page 24).

Key programming

This menu item allows you to program the softkeys (except for Esc), the sidekeys and the hotkeys (not Aastra 610d). After calling up the function press the key that you want to program. A selection list of programmable features appears. It is the same selection that is displayed if the programmable key is pressed and held down in Idle mode. How to proceed is described on page 56.

User name

You can enter a name here that will be displayed in Idle mode.

Display

Language Select a display language from the list.

Font settings

(Aastra 620d/630d only) You can select a small, medium or large font for text on the display.

Colour scheme

(Aastra 620d/630d only) You can choose between five different background colours for the selection menus.

Brightness (Aastra 620d/630d only) You can change the brightness of the display to match local lighting conditions.

Contrast (Aastra 610d only) You can change the contrast of the display to match local lighting conditions.

Illumination

Display dimming

This setting means that the display illumination remains permanently active or dimmed for 30 sec. even when the device is in Idle mode or in the charger cradle. This setting reduces the life of the battery.

Display Here you can select for how long the full display illumination (each time a key is pressed, for instance) remains active (10 ... 240 s).

Keyboard Here you can select for how long the keyboard illumination remains active each time a key is pressed (1 ... 240 s).

Charger

Here you can select for how long the display illumination remains active if the device is placed in the charger cradle (off, 1... 240 sec.).

LED indications

You can switch the LED indicators on/off according to requirements (see also page 17).

Life indication	Slowly flashing green or orange LED. Deactivated if the charge indication (orange or green LED) is also deactivated.
Incoming call	Rapidly flashing green or orange LED for incoming call.
Infos	Slowly flashing red LED for a new entry, e.g. in the call list.
Handsfree	Lights green LED when the loudspeaker is activated.
Appointment	Slowly flashing red LED when the appointment is signalled.
Alarm clock	Slowly flashing red LED when the alarm time is signalled.

Device options

Silent charging

The handset does not give an acoustic signal for any calls when it is in the charger cradle. When you take it out, calls are acoustically signalled again. The calls are recorded in the call list.

"Silent Charging" will not apply when the handset is charged via the USB connector (Aastra 620d, 630d).

Auto. key lock

If this option is active, the keyboard is automatically locked after approx. 60 sec if no key is pressed.

Auto. answer (charger)

If this feature is active, the handset automatically answers a call if it is taken out of the charger cradle.

Auto. answer (call)

If this feature is active, the handset automatically answers a call after the first call tone (useful when using a headset - not *Bluetooth* headset).

Note

If you do not use the headset, please deactivate this feature as unnoticed eavesdropping by the caller is possible.

Message options

Melodies

Volume normal

Volume urgent

Voice box no.

The number of your voice box is stored here. This call number is dialled if the 1 key is pressed and held for a moment. If the call number of the voice box is administered by the telephone system, this setting does not appear.

Bluetooth

Status Shows whether Bluetooth is activated or not. Press **Change** to activate or deactivate.

Select headset

Select the subscribed headset you want to use from the list.

Subscribe headset

Press **New** to register a new headset for use on your handset. Also carry out the necessary steps on the headset (see User's Manual for the headset).

The handset searches for any *Bluetooth* devices within range for approx. 30 sec. Select an entry, press **Ok** and enter the PIN of the headset. The "pairing" is started.

If you want to change the name or to delete a *Bluetooth* headset, select ...



-> **Edit**
Delete

Change the name of a headset.

The registration data for the respective headset are deleted after a confirmation prompt.

"Security" menu

You need to enter a PIN to open the "Security" menu. On delivery this is set to 0 0 0 0 (4 x zero).

Phone lock

The phone is locked. Incoming calls only can be accepted. Any programmed emergency call key or SOS key of the Aastra 630d can also be used. To remove the phone lock, see page 24.

Change PIN

You can change the PIN for the "Security" menu. Enter the new PIN and repeat the entry of the new PIN.

SOS number

Enter the number to be called in case of emergency. This emergency number is dialled when the SOS key is pressed (Aastra 630d), when a programmed emergency key is pressed or by the Mandown feature (Aastra 630d). If this option menu does not appear, consult your system administrator.

Reset to default

You can reset different areas of your settings to the status they had on delivery.

Phone book

You can delete your phone book entries after a confirmation prompt.

All lists

All lists (call list, redial list, call list) are deleted after a confirmation prompt.

User settings

All user settings (e.g. language, display settings) are deleted after a confirmation prompt.

All

The handset is reset to the status it had on delivery after a confirmation prompt. The registration of the handset on the system and the PIN are not affected by this.

Aastra 630d only:

Descriptions of the "Mandown" feature can be found on page 31page 31.

Alarm sensor

Mandown

Status Shows whether "Mandown" is activated or not. Press the **Change** softkey to activate or deactivate.

Auto answer

You can select whether your telephone automatically answers a call from the selected emergency number in hands-free mode.

Alarm tone You can configure whether or not the pre-alarm should emit an alarm tone.

Delay You can set the time for how long the device can be non-vertical before triggering an alarm (off, 2 sec ... 60 sec).

Prealarm You can set the time that should elapse until the actual emergency call is sent. A call tone increasing in volume (alarm tone) is signalled during this time (if not deactivated). The alarm can still be cancelled during the pre-alarm (off, 5 sec ... 240 sec).

Repeat alarm

If the emergency call is not successful, (e.g. because the line is busy), it is possible to set after which time a repeated pre-alarm is sent with subsequent emergency call (off, 5 sec ... 240 sec).

"Profiles" menu



When the handset is delivered it has four profiles with characteristic settings pre-programmed for the "intended purpose". A fifth profile is available for further settings. You can change all profiles and rename them if required.

Select

- No profile** No profile can be used with this setting. The settings you select apply.
- Normal** Parameters for "normal" use are configured in this profile.
- Headset** Parameters for using a headset are preset in this profile.
- Meeting** Parameters for using the handset during a meeting are preset in this profile.
- Loud** Parameters for use in a particularly loud environment are preset in this profile.
- <Profile 05>**
This profile is available for your own use.

Settings

Choose one of the profiles to make changes.

Profile name

Change the name of the profile if required.

Ringer volume

Set your preferred ringer volume (off, rising, 1...7).

Ringer device

Configure where or how the ringer should be signalled (loudspeaker, headset, vibration alarm).

Ringer type Select whether the ringer should ring once or repeatedly.

Key click Switch the key click on or off.

Noise detection

Switch the automatic noise detection for a louder ringer on or off.

Loud environment

Adapt the speech quality in a loud environment.

Devices menu

Silent charging

Switch the "Silent charging" on or off.

LED incoming call

Switch the LED display for an incoming call on or off.

Key programming

Your handset allows you to assign specific keys with frequently used functions.

Aastra 610d

The 3 softkeys below the display can be programmed.

Aastra 620d/630d

The 3 softkeys below the display and the three sidekeys can be programmed. The hotkey (right side-key) can also be assigned.

The symbol/icon of the programmed function is shown on the display (except for hotkey) after programming. A short key press is sufficient to call up the function in Idle mode.

Programming (general)

Press the respective key and hold it for a moment or use the Menu **>>>** -> **Settings** -> **Key programming** (see page 49).

The following selection is offered:

	Default key	Assigns the key with the function it had on delivery.
	No function	The key is not assigned.
	VIP list	The key is assigned with a number list (max. 6 entries).
	Alarm clock	You can program entry to the alarm clock settings.
	Appointment	You can program entry to the appointment settings.
	Profile	The selection of profiles is offered.
	Info	The Info menu (caller list, redial,...) can be programmed.
	Caller list	The caller list is accessed.
	Redial list	The redial list is accessed.
	Voice box	Assigns the key with the selection of the voice box.
	Messages	Access to the message list.

Key programming

	Menu	The key is assigned with the menu access.
	Personal directory	Access to the phone book is assigned.
	Central directory	Access to the system directory is assigned.
	Navigation	Assigns the key with the alternative access to the functions that lie on the navigation keys.
	Emergency call	Assigns the key as an emergency call key. The number that was stored in the Menu »»» -> Security -> SOS number is dialled. Only assign the sidekeys or the hotkey with this function.

Note

If you have reprogrammed the functions from the status they had on delivery, you can access these functions through a number of alternatives.

	Redial	... by pressing the Call key  and holding it for a moment.
	Navigation	... by pressing the keys  ,  ,  , 
	Menu	... by pressing the End key  and selection of Menu .

Special features for the VIP list (on the hotkey on delivery)

You can only assign the VIP list with numbers if you have programmed the key. After the first call up of the key enter the corresponding number and the name so that the list is available.

Appendix

Care and Maintenance

Your telephone is a product that meets the highest design and manufacturing standards. It should therefore be treated with care. The suggestions listed below will help you enjoy this product for a long time.

Follow all the safety precautions given on page 1. These precautions apply to the handset, the charger cradle and the rechargeable batteries (i.e. the entire telephone) as well as to the accessories.

To clean the telephone, first pull out the adapter plug of the charger cradle from the mains socket. Wipe the devices first with an antistatic cloth or soft, damp leather rag and then with a dry cloth.

Note: Never spray your telephone with cleaning agents or solvents. Clean the handset and charger cradle contacts with a lint-free cloth.

Environmental Characteristics and Disposal

(applicable for the European Union)

This product is environmentally friendly and can be recycled. It was manufactured in accordance with statutory requirements and with the Manufacturers' Guideline 2002. It was developed with special focus on low energy consumption, long life, and ease of servicing. The few materials used in its manufacture are environmentally friendly. Help to extend the life of your communications device by adhering to the safety instructions, the information on battery lifetime, and the care and maintenance instructions.

Instructions for disposal

To prevent potential consequences to the environment and to health from the disposal of hazardous substances contained in electrical and electronic devices, the directives of the European Parliament and the Council with respect to

- Directive 2002/96/EC "Waste electrical and electronic equipment" and
- Directive 2002/95/EC "Restriction of the use of certain hazardous substances in electrical and electronic equipment"

are nationally and legally regulated in all countries of the EU.

The legislation is aimed primarily at the avoidance of waste from electrical and electronic equipment as well as at the re-utilization of materials, the final recycling and other forms of recycling such waste in order to reduce the amount of waste to be disposed of as well as to decrease the entry of hazardous substances from electrical and electronic equipment into the waste system.

Appendix

The product you have purchased was developed with a state-of-the-art environmental and recycling orientation and thus complies with the guidelines of the European directives.



The product is marked with the symbol indicated. When disposal is required, this symbol obligates the owner of the product to dispose of this product at a collection point separate from unsorted household waste. Suitable facilities for the return of electrical and electronic waste have been created for this purpose. Obsolete equipment can be brought free of charge to these public reception points for disposal (bring system). Please refer to the information from the responsible offices in the cities and communities for the location of these disposal reception points.

Caution!

Electrical equipment waste does not belong in domestic waste. Bring this type of waste free of charge to the recognised reception points for disposal.

Declaration of Conformity

(applicable for the European Union)

CE mark

This device complies with the requirements of the EU directive:

1999/5/EU directive on radio and telecommunications terminal equipment and the mutual recognition of their conformity. Conformity to the above-mentioned directive is confirmed by the CE mark on the device.

Limited Warranty

(applicable for sales in USA, Canada)

Aastra warrants this product against defects and malfunctions during a one (1) year period from the date of original purchase. If there is a defect or malfunction, Aastra shall, at its option, and as the exclusive remedy, either repair or replace the telephone set at no charge, if returned within the warranty period. If replacement parts are used in making repairs, these parts may be refurbished, or may contain refurbished materials. If it is necessary to replace the telephone set, it may be replaced with a refurbished telephone of the same design and color.

If it should become necessary to repair or replace a defective or malfunctioning telephone set under this warranty, the provisions of this warranty shall apply to the repaired or replaced telephone set until the expiration of ninety (90) days from the date of pick up, or the date of shipment to you, of the repaired or replacement set, or until the end of the original warranty period, whichever is later. Proof of the original purchase date is to be provided with all telephone sets returned for warranty repairs.

Exclusions

Aastra does not warrant its telephone sets to be compatible with the equipment of any particular telephone company. This warranty does not extend to damage to products resulting from improper installation or operation, alteration, accident, neglect, abuse, misuse, fire or natural causes such as storms or floods, after the telephone is in your possession.

Aastra shall not be liable for any incidental or consequential damages, including, but not limited to, loss, damage or expense directly or indirectly arising from the customers use of or inability to use this telephone, either separately or in combination with other equipment. This paragraph, however, shall not apply to consequential damages for injury to the person in the case of telephones used or bought for use primarily for personal, family or household purposes.

This warranty sets forth the entire liability and obligations of Aastra with respect to breach of warranty, and the warranties set forth or limited herein are the sole warranties and are in lieu of all other warranties, expressed or implied, including warranties or fitness for particular purpose and merchantability.

Warranty Repair Services

Should the set fail during the warranty period;

In North America, please call 1-800-574-1611 for further information.

Outside North America, contact your sales representative for return instructions. You will be responsible for shipping charges, if any. When you return this telephone for warranty service, you must present proof of purchase.

After Warranty Service

Aastra offers ongoing repair and support for this product. This service provides repair or replacement of your Aastra product, at Aastra's option, for a fixed charge. You are responsible for all shipping charges. For further information and shipping instructions;

In North America, contact our service information number: 1-800-574-1611.

Outside North America, contact your sales representative.

Note: Repairs to this product may be made only by the manufacturer and its authorized agents, or by others who are legally authorized. This restriction applies during and after the warranty period. Unauthorized repair will void the warranty.

Accessories

You can obtain the following accessories through your dealer:

Accessories

Aastra 610, 620, 630 / Charger with international AC adapter

Aastra 610d / Handset

Aastra 620d / Handset

Aastra 610d / Handset

Aastra 620d, 630d / Power-Battery-Pack

Aastra 620d / Cover for Power Battery Compartment

Aastra 630d / Cover for Power Battery Compartment

Aastra 610d, 620d / Rotary-Belt Clip

Neck Band Aastra 610d, 620d, 630d with Neck Band Holder for Aastra 630

Headsets

You will find a list of corded headsets and Bluetooth headsets that you can purchase from your dealer on our Internet site. Aastra headsets that comply with the safety requirements of EN60950-1 Item 6.2. are recommended. This does not constitute any appraisal of the acoustic and functional quality of the headsets of the individual manufacturers.

USB charger

If you want to charge your Aastra 610d, 630d handset with a USB charger, please use one of the commercially available USB plug-in power supplies with the following data.

Connection type: Mini USB connector

Type: Switching power supply: 100V to 240 V / 50 – 60 Hz

Output power: approx. 5 W

Output voltage: 5 V/DC

Only use a plug-in power supply unit certified by your authorities.

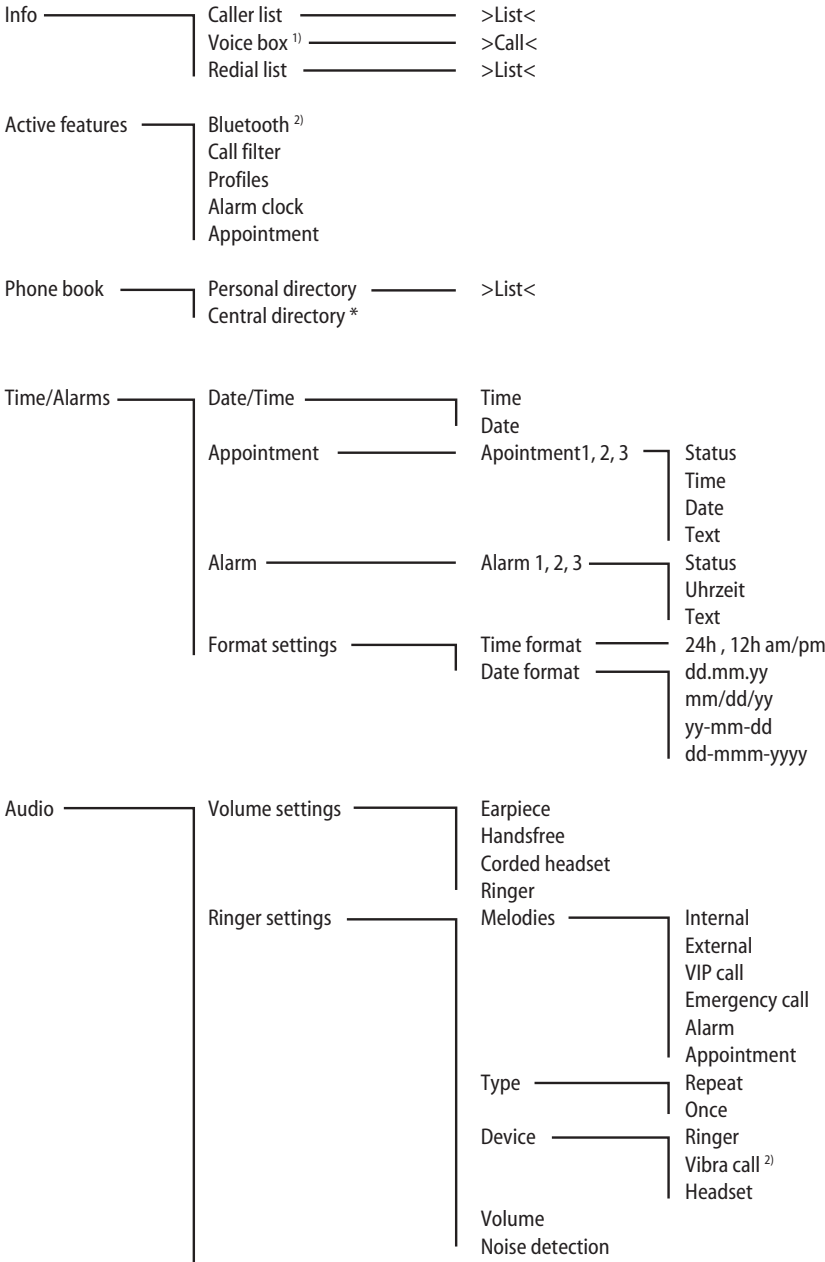
Technical specifications

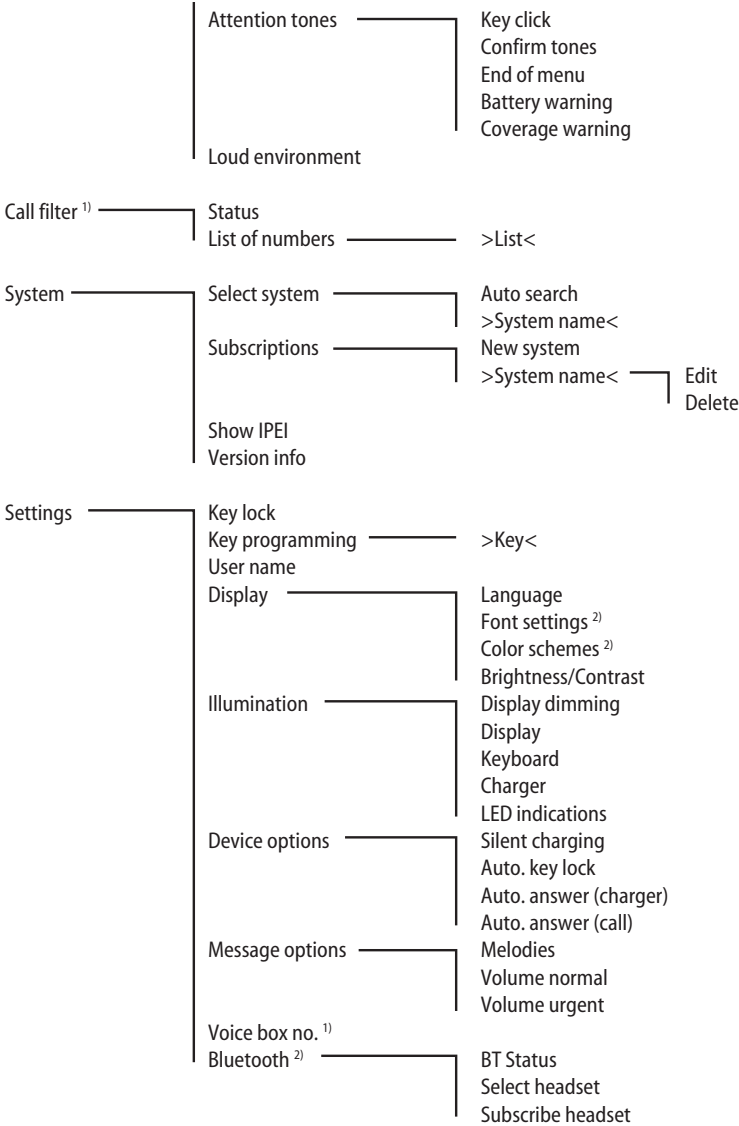
	applicable for ...	USA, Canada	All other countries
Standard:		DECT / GAP	DECT / GAP
No. of channels:		60 duplex channels	120 duplex channels
Frequencies:		1920 MHz to 1930 MHz (UPCS)	1880 MHz to 1900 MHz
Duplex method:		Time-division multiplex, 10 ms frame length	Time-division multiplex, 10 ms frame length
Channel subdivision:		1728 kHz	1728 kHz
Bitrate:		1152 kbps	1152 kBit / s
Modulation:		GFSK	GFSK
Voice coding:		32 kpbs	32 kpbs
Output:		5 mW (average output per active channel)	10 mW (average output per active channel)
Range:		up to 980 ft outdoors, 160 ft indoors	up to 300 m outdoors, up to 50 m indoors
<i>Bluetooth</i> QD ID:		B014700	B014700
Power supply charger cradle:		AC 110 – 240 V / 50 / 60 Hz	AC 110 – 240 V / 50 / 60 Hz
Handset operating time /Standard battery:		Standby time / talk time up to 95 hours / 15 hours	Standby time / talk time up to 100 hours / 12 hours
Handset operating time /Power battery:		Standby time / talk time up to 190 hours / 30 hours	Standby time / talk time up to 200 hours / 24 hours
Standard rechargeable battery:		Li-Ion battery, 3.7 V / 850 mAh	Li-Ion battery, 3.7 V / 850 mAh
Power battery (Aastra 620d / 630d):		Li-Ion battery, 3.7 V / 1800 mAh	Li-Ion battery, 3.7 V / 1800 mAh
Time to charge completely discharged standard batteries:		2-4 hours	2-4 hours
Permissible ambient temperatures for operating the handset:		41° F to 104° F	5° C to 40° C
Permissible storage temperature:		23° F to 113° F	-5° C to +45° C
Charger cradle dimensions:		Length / Width / Height 2.99 x 2.95 x 0.94 in	Length / Width / Height 76 x 75 x 24 mm

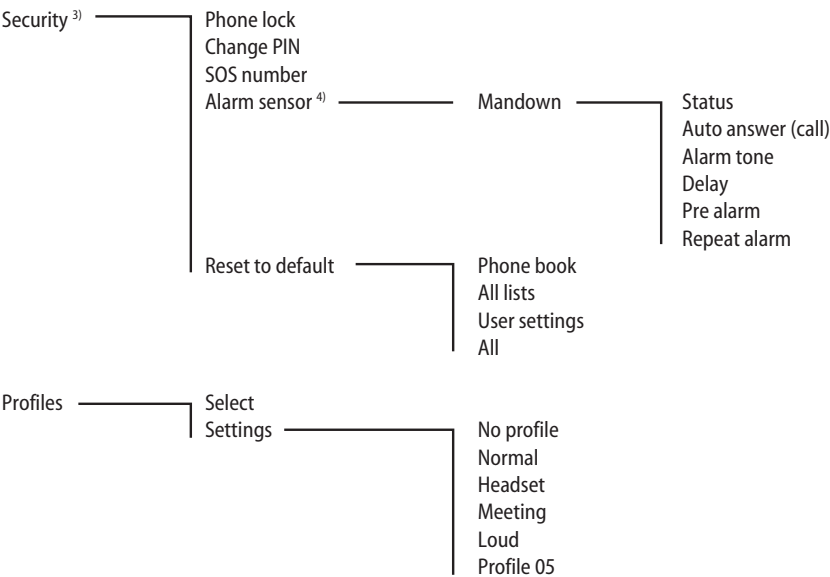
Appendix

Handset dimensions:	Length / Width / Height	Length / Width / Height
Aastra 610d / 620d:	5.31 x 1.93 x 0.89 in	135 x 49 x 22.5 mm
Aastra 630d:	5.31 x 2.08 x 0.89 in	135 x 53 x 22.5 mm
Charger cradle weight:	1.41 oz	40 g
Handset weight:	Aastra 610d / 620d (with battery): 4.23 oz Aastra 630d (with battery): 4.41 oz	Aastra 610d / 620d (with batt.): 120 g Aastra 630d (with batt.): 125 g
Length of power supply cable:	5 ft	1,5 m

Menu Structure







* if available

¹⁾ Depending on model

²⁾ Not Aastra 610d

³⁾ Available after entering PIN

⁴⁾ Aastra 630d only

Index

"Active features" menu	42
"Audio" menu	45
"Info" menu	41
"Phone book" menu	42
"Security" menu	52
"Settings" menu	49
"System" menu	48
"Time/Alarms" menu	43

A

Accessories	62
Acknowledging an appointment/alarm	25
Alarm clock	42, 44
Alarm sensor	53
Alarm tone	31
Appointment	42, 43
Attaching the carrying strap	6
Auto. answer (call)	51
Auto. answer (charger)	50
Auto. key lock	50

B

Battery warning	12, 46
Bluetooth	42, 51
Brightness	26, 49

C

Call filter	42
Call forwarding	38
Call waiting	37
Callback	37
Caller list	35, 41
CE mark	59
Central directory	35
Charging time	11
Charging unit	8
Colour scheme	49
Conference	37
Confirmation tones	46
Contrast	26, 49
Coverage warning	46

D

Date	43
Declaration of Conformity	2, 59
Delay	31
Delivery	52
Device	45
Device options	50
Devices menu	39
Direct dial	34
Display	49
Display dimming	49
Displays	14
Disposal	58

E

Earpiece volume	25
Editing lists	28
End of menu	46
Ending calls	36
Enquiry Call	37
Entering names/call numbers	23
Environmental Characteristics	58
External charging connection	8

F

Font	49
------------	----

H

Hands-free	24
Headset connection	7
Hearing aids	3
Hotkey	30

I

Idle display	16
Illumination	26, 49
Important information about the battery	9

K

Key assignment	14
Key click	46

Key functions.....	18
Key lock.....	24, 49
Keyboard.....	49

L

Language.....	21, 49
LED.....	17, 50
Loud environment.....	46

M

Making calls.....	34
Mandown.....	31, 42, 53
Menu Structure.....	65
Message options.....	51
Messages.....	56
Micro SD card.....	9
Mounting bracket.....	6
Muting the handset.....	26

N

Noise detection.....	46
Notes on safety.....	2

P

Phone lock.....	52
PIN.....	52
Power battery.....	5
Power supply.....	9
Prealarm.....	31
Precautions.....	10
Predial.....	34
Prescribed use.....	2
Profiles.....	42

R

Redial.....	34, 41
Registering your handset.....	12
Reset to default.....	52
Ringer setting.....	45
Ringer type.....	45
Rotary clip.....	6

S

Select headset.....	51
Select system.....	48
Show IPEI.....	48
Silent charging.....	50
Softkeys.....	14
SOS.....	31
SOS number.....	52
Special key.....	30
Standard battery.....	5
Standby time.....	11
Subscribe headset.....	51
Subscription.....	13
Subscriptions.....	48
Switching the ringer on/off.....	25
System directory.....	35, 42

T

Talk time.....	11
Technical specifications.....	63
Three-party call.....	37
Time.....	43
Toggling.....	37
Transferring a call.....	37

U

USB.....	8
User name.....	49

V

Version info.....	48
Vibration alarm.....	27
VIP list.....	30, 57
Voice box.....	41
Voice box no.....	51
Volume.....	45

Aastra
600d

www.aastra.com

Created on: 08.04.2009 • Issue 2 • Products similar to illustrations • Right to make technical changes reserved.

Ref . : AMT/PUD/TR/0056/2/1/EN